



Job Opportunity

State Controller's Office

Position: Program Technician II

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: October 23, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

*Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9928-960
Ref 1023.RPT2.ECP

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Supervising Program Technician III, the Program Technician II is responsible for the more difficult review and process of unclaimed property reports received. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review Unclaimed Property reports for compliance with Unclaimed Property laws, regulations and reporting procedures;
- Take necessary action to correct reporting deficiencies, which includes contacting holders or administrators of unclaimed property for holder/owner information clarification;
- Track the status and follow up on unresolved problem reports;
- Provide status updates for the team leader and/or management;
- Upload, edit, and maintain pertinent data for various PC files required to process and track the disposition of Unclaimed Property reports;
- Review and verify data contained in the more complex Unclaimed Property reports for completeness, accuracy, and compliance with laws and regulations;
- Key enter unclaimed property holder, reports, and owner information onto the Unclaimed Property database;
- Acts as a trainer and/or assist in the training of Program Technicians in processing unclaimed property reports;
- Assist with various special projects and assignments.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 051-550-9928-960, 1023.RPT2.ECP (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title" for which you are applying on the front page of the employment Application STD 678).